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**COMMONWEALTH ACCOUNTABILITY TESTING SYSTEM**  
**KENTUCKY CORE CONTENT TEST and NATIONAL NORM REFERENCED TEST**  
**PRINCIPAL'S CERTIFICATION OF PROPER TEST ADMINISTRATION**

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School Name: \_\_\_\_\_ School ID Number: \_\_\_\_\_

District Name: \_\_\_\_\_ District ID Number: \_\_\_\_\_

I certify that

- A student answer document (KCCT and/or Augmented NRT test booklet, or NRT Grade 9 answer sheet) was completed for **every** accountability grade level student enrolled on the first day of the testing window, whether he/she was tested or not, and all appropriate student information sections on the Kentucky Core Content Test (KCCT), Augmented Norm Referenced Test (NRT) and NRT Grade 9 student answer documents have been completed properly;
- All students (submission and nonsubmission) participating in the Alternate Portfolio Program have been registered online using the Kentucky Alternate Assessment Electronic Student Count Form, and the information is accurate and complete;
- To the best of my knowledge, the student information recorded on all KCCT, Augmented NRT, and NRT Grade 9 student answer documents is correct and the number of students recorded on the School/Group List (SGL) and Group Information Sheet(s) (GIS) accurately reflects my school's enrollment;
- Every effort was made to administer the full assessment to all eligible students;
- The testing was done in accordance with the directions in the Kentucky Commonwealth Accountability Testing System Administration Guide and Grade 9 Administration Manual for Test Administrators and Proctors;
- Everyone involved with the Kentucky Commonwealth Accountability Testing System for this spring has read and signed a copy of the *Administration Code for Kentucky's Educational Assessment Program* and *Appropriate Assessment Practices Form*. Copies of the signatures are on file and, to the best of my knowledge, the Administration Code and the Appropriate Practices have been followed;
- All test materials are being returned to the District Assessment Coordinator as directed. If any KCCT or Augmented NRT test materials have inadvertently been left in the building, they will be secured and returned to the District Assessment Coordinator immediately. If any NRT Grade 9 test materials remain in the building for use the following year, they will be kept secured; and
- I have informed the District Assessment Coordinator of any inappropriate procedures or uses of secure KCCT, Augmented NRT, or NRT Grade 9 assessment materials that may have occurred in my school. This includes reproduction of test materials (in whole or in part), sharing answers to test questions, and improper test administration procedures (e.g. inappropriate accommodations or transcriptions).

Principal's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**Hand-deliver this form to the DAC with the BAC administrative materials, and arrange delivery of all of KCCT and Augmented NRT test booklets and NRT Grade 9 student documents to the district office. Only one form is required from each school to cover all of the KCCT, Augmented NRT, and NRT Grade 9 testing. 47271**